2021

DEPARTMENT OF INFORMATION SERVICES

OPEN DATA POLICY REPORT

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE | BR

OPEN DATA BR

EBR GIS

Contents

2021

Year-End Review

In 2021, the City-Parish continued to make progress toward fulfilling the "open by default" mandate Mayor-President Sharon Weston Broome and the Metropolitan Council established in the adoption of the City-Parish's open data policy.

Open data efforts were successful despite the sustained impact of the COVID-19 pandemic, which has prompted a complete reevaluation among City-Parish departments in how programs and services are delivered, how employees engage with one another and communities they serve, and the tools necessary to support daily operations of local government. As devastating as the global pandemic has been on local communities and economies, it has also emphasized the need for digital innovation and expedited the deployment of new technologies and ways of doing business. The City-Parish is no stranger to this trend, with the Department of Information Services and interdepartmental Data Governance Committee on the front lines of leveraging data to support this sudden yet sustained shift.

From launching **Open Budget BR**—providing an unprecedented digital view into City-Parish spending plans—and introducing valuable health-focused datasets in Open Data BR to establishing data-driven tools to support the City-Parish's response to **Hurricane Ida**, 2021 featured several key accomplishments in advancing the City-Parish's open data policy. In December, the City-Parish also relaunched the Baton Rouge Police Department **crime and traffic incident** datasets after months of reconfiguring and testing the underlying data management and validation processes following the department's conversion to a new records management system at the start of 2021.

The City-Parish continues to prioritize citizen engagement in all facets of its operations, programs, and services, as well as the role open data can serve in facilitating engagement. In September, Mayor Broome launched the **Citizen Data Academy: On-Demand** video series as the next step toward educating and empowering residents with knowledge to use the various data, applications, and visualizations available through the Open Data BR and EBRGIS platforms. This series, available on BRLA.gov and YouTube, builds on the success of the City-Parish's inaugural Citizen Data Academy held in late 2020 and provides easy-to-understand tutorials for residents to use and learn at their own pace.

The continued growth and success of these programs further positions Baton Rouge as a model for how midsized communities should prioritize open data, transparency, and innovation at the core of their missions and governments. For the seventh year in a row, the Center for Digital Government named Baton Rouge a **Top 10 Digital City**, highlighting the City-Parish's continued emphasis on using data to make quicker, more informed decisions. The City-Parish also achieved Silver certification through **What Works Cities**—an initiative of Bloomberg Philanthropies—and recognition as one of the best American cities at using data and evidence to improve residents' lives. The **Harvard Kennedy School**, through its Data-Smart City Solutions program, further highlighted these accomplishments in an interview with Mayor Broome on leading a data-driven city and published a detailed analysis on how the City-Parish is working to mitigate future flooding using a data-driven approach through the East Baton Rouge Parish Stormwater Master Plan.

As with 2021, the upcoming year brings uncertainty but also opportunities for technology and innovation to assume an even greater role in improving City-Parish operations and quality of life in East Baton Rouge Parish. The Department of Information Services and Data Governance Committee remain poised to embrace these challenges and deliver additional data, tools, and solutions that support a more connected, adaptable, and resilient community for years to come.

Current State: Data & Transparency by the Numbers in 2021

DATA.BRLA.GOV

63,500+
UNIQUE PAGEVIEWS

23,600+
DOWNLOADS

3.1 M+
ROWS OF DATA

53
TOTAL DATASETS

SILVER CERTIFICATION
EARNED THROUGH WHAT WORKS CITIES CERTIFICATION PROGRAM

21 TUTORIAL VIDEOS RELEASED AS PART OF THE CITY-PARISH'S CITIZEN DATA ACADEMY: ON-DEMAND SERIES

RANKED 4TH
IN THE U.S. OPEN DATA CENSUS

13,436 DEBRIS PILES LOCATED FOLLOWING HURRICANE IDA USING GIS DATA COLLECTOR APPLICATION

75 PARTICIPANTS ATTENDED THE HYBRID 2021 GIS DAY EVENT

35 GIS WEB APPLICATIONS (WEB APPS AND DASHBOARDS)

TOP 10 DIGITAL CITY RANKING
FOR THE 7TH YEAR IN A ROW

119 PARTICIPANTS ATTENDED 2021 OPEN DATA DAY EVENTS, INCLUDING A COLLABORATION WITH OTHER SOUTHERN CITY MAYORS THROUGH OPEN DATA DAY: SOUTHERN CITIES VIRTUAL PANEL

GIS.BRLA.GOV

34,000+
UNIQUE USERS

105,000+
UNIQUE PAGEVIEWS

373,000+
LIFETIME PAGEVIEWS

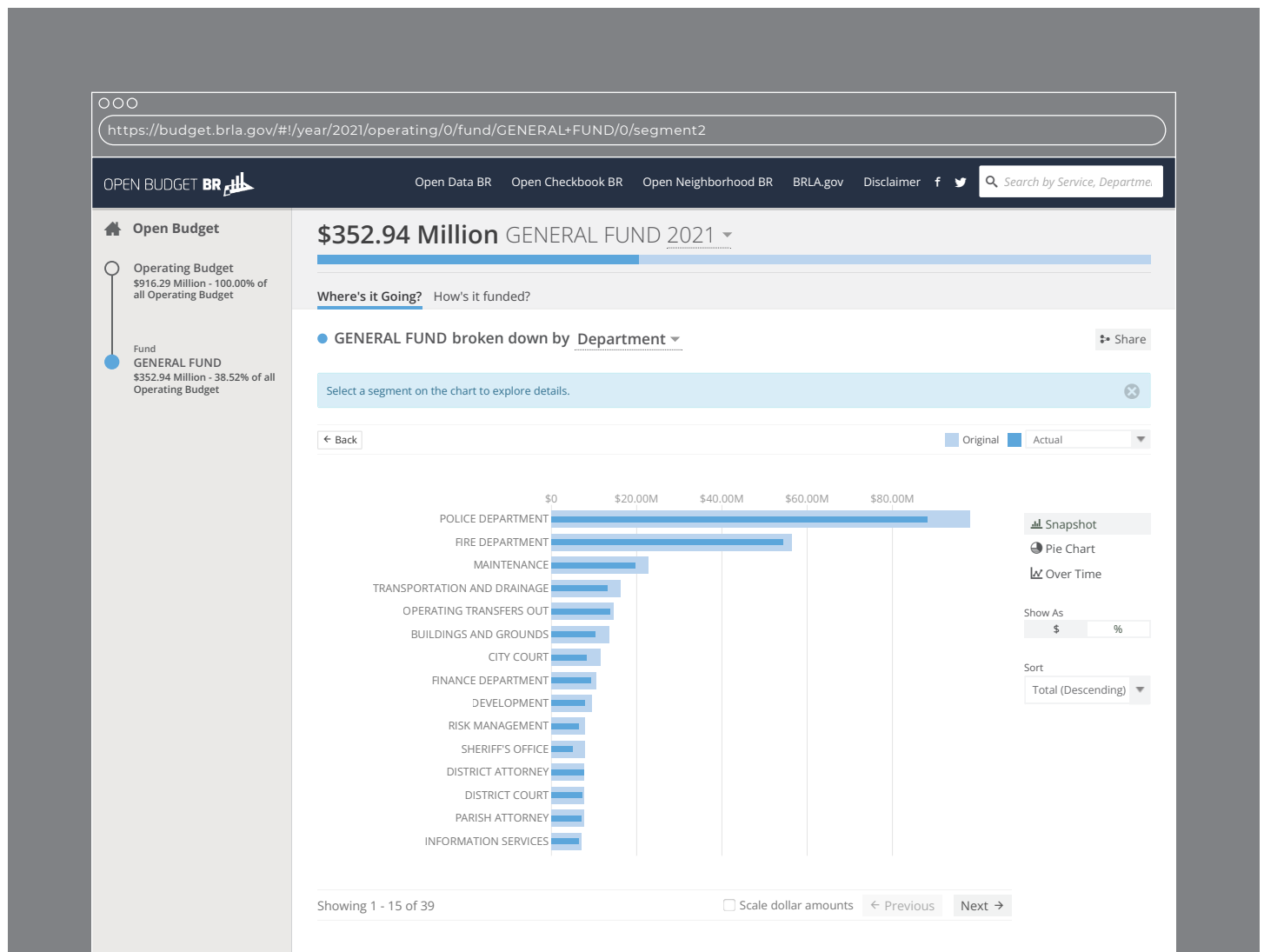**168**
TOTAL DATASETS

Data Governance

The City-Parish Data Governance Committee met quarterly throughout 2021 (March 11, June 10, Sept. 9, and Dec. 9) to coordinate, collaborate, and set priorities for the year. The role of this committee is outlined in the City-Parish's open data policy, and it includes data coordination representatives from all City-Parish departments.
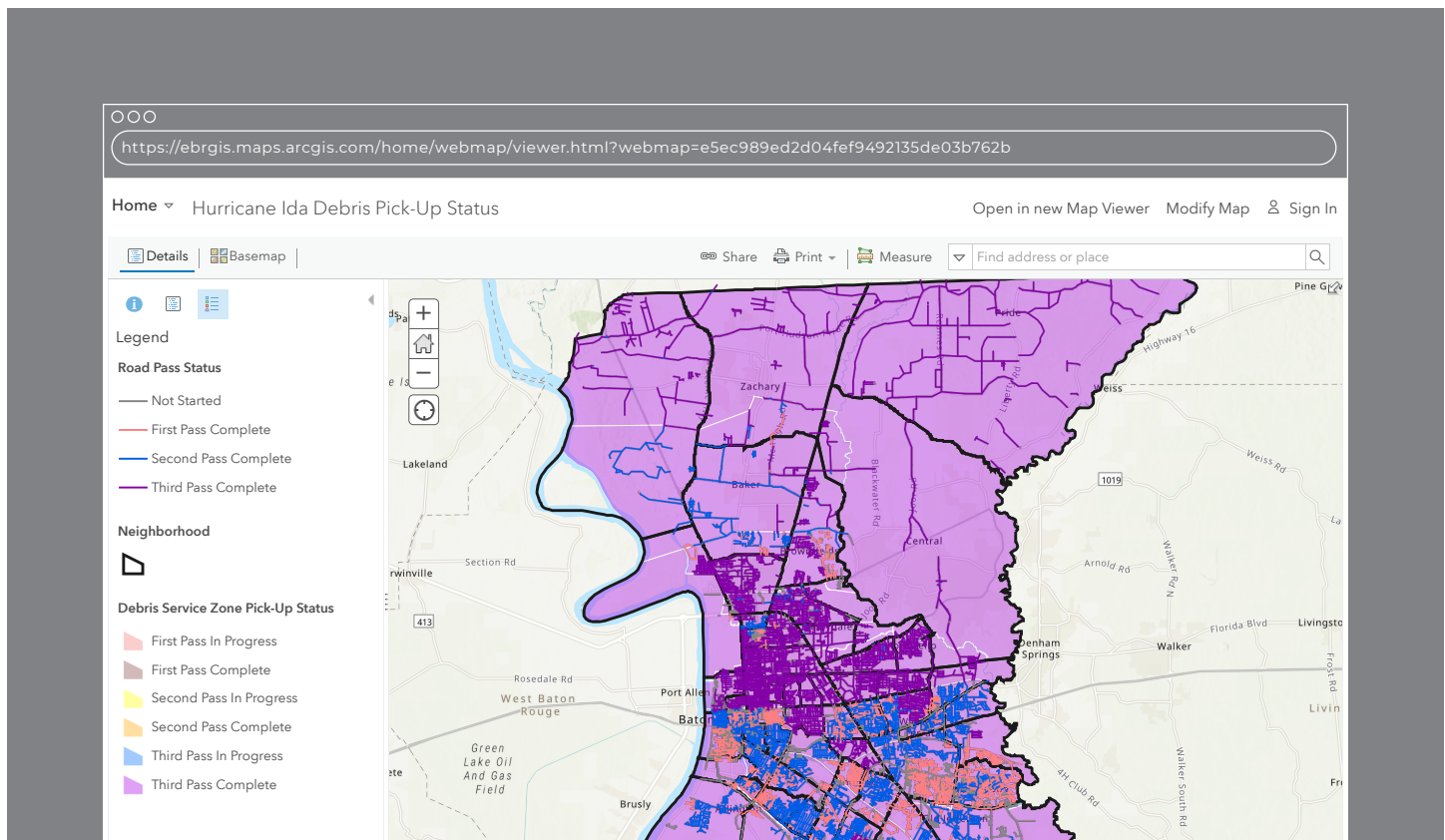
In early 2021, the committee worked to inventory and reprioritize all known datasets across City-Parish departments. This exercise proved highly useful, verifying the 128 datasets the City-Parish continues to work on releasing into the public domain, along with five that were under internal review for near-term release as of the end of 2021. One of the more important new datasets the Department of Information Services published in Open Data BR was the "Dataset of Datasets." This dataset is a catalog of all publicly available data in both the Open Data BR and EBRGIS Open Data platforms. It is updated anytime a new

dataset becomes available and provides a transparent public roadmap of the City-Parish's progress in implementing its open data policy.

The committee also oversaw and supported several key open data successes in 2021, including:

· **Open Budget BR**: In January, Mayor Broome announced the launch of Open Budget BR, a web-based platform providing detailed, interactive views into the City-Parish's annual operating budget. The platform replaced an older web-based budget application and complements the City-Parish's approved 2021 operating budget book with numerous features, tools and integrations that provide an unprecedented view into the expenses the City-Parish incurs to deliver programs and services each year. The platform allows users to easily compare budgeted versus actual expenses in real-time and throughout the year through an integration with the Open Checkbook BR platform. In February, the City-Parish also released two new standalone datasets (revenues and expenses) that delve into the City-

Parish budget in tabular format and support the Open Budget BR application, providing users with the ability to sort each by fund, department, and category.

- **New Health-Focused Data and Dashboards**: Throughout 2021, various City-Parish departments continued to prioritize data sharing and data releases related to the ongoing pandemic response, regularly updating key data like the COVID-19 dashboard that tracks statistics in East Baton Rouge Parish. As of the end of 2021, the dashboard received a total of more than 507,000 views. Additionally, in July, the City-Parish added new data from the U.S. Centers for Disease Control and Prevention and the Agency for Toxic Substances and Disease Registry including the Social Vulnerability Index and PLACES dataset, both of which serve as valuable resources to the Mayor's Healthy City Initiative in targeting and serving socially vulnerable populations in the Baton Rouge community.

- **Updated Datasets**: In early 2021, the City-Parish released the 2020 Tax Roll dataset as part of an ongoing collaboration with the East Baton Rouge Assessor's Office. This dataset is one of the most popular on Open Data BR and includes 2020 property assessments with records like the date of the last property transfer, fair market value, total assessed value, and taxable amount of the parcel. Department of Information Services and Baton Rouge Police Department staff also worked throughout the year to relaunch the often-accessed crime and traffic incident datasets. This process involved

significant time, testing, and data validation as a result of BRPD's conversion to a new records management system at the start of 2021, which also brought new workflows and data formats that required analysis and re-mapping to the data extract that now populates the two datasets in Open Data BR.

- **New Visualizations and Tools:** In addition to publishing raw data for public use, the City-Parish launched several resources designed to visualize this data and make it more meaningful to residents. This includes developing a U.S. Census lookup tool that allows users to compare population counts at the Census tract level from 1890 to 2020 and analyze how various population centers have changed over time. Maps and data visualizations were also integral in the City-Parish's response to Hurricane Ida. EBRGIS staff established a data collector tool used by City-Parish environmental specialists to quickly locate storm debris piles in need of collection. Like with the 2016 floods, the City-Parish also launched a debris removal status map for Hurricane Ida, identifying the daily status of debris removal efforts at the street level and providing a transparent view into Hurricane Ida debris removal operations.

In 2022, the Data Governance Committee will continue meeting quarterly and collaborating frequently to prioritize the release of new datasets, update existing ones, and identify opportunities to share and use this data internally to improve critical functions and services.

Open Data in Action

The City-Parish continues to place a priority on not only publishing data, but using data to make more informed, transparent decisions.

This is particularly true for larger-scale programs and initiatives like the **East Baton Rouge Parish Stormwater Master Plan**. This plan represents one of the largest data collection and management efforts the City-Parish has ever undertaken to better understand, predict, and manage water flow while mitigating flood risk in East Baton Rouge Parish. The models that have been developed and the underlying data that supports them are already impacting stormwater management in the parish. In 2021, this work included teams mapping and developing geolocation attributes for the parish's more than 70,000 storm drains and using that data to inform a program that is now removing blockages in more than 3,500 drains classified as a high risk for causing flooding. National experts have cited Baton Rouge's approach to using data to mitigate flood risk as a best practice, including an in-depth analysis on this planning effort authored in November 2021 by the Harvard Kennedy School.

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https://datasmart.ash.harvard.edu/infrastructure-and-environment-mitigating-flooding-baton-rouge

📊 DATA-SMART CITY SOLUTIONS

BLOOMBERG HARVARD

THEMES ⌄   PROJECTS ⌄   ABOUT ⌄

HOME / INFRASTRUCTURE /

Infrastructure and the Environment: Mitigating Flooding in Baton Rouge

BY BETSY GARDNER • NOVEMBER 30, 2021

In 2016, a summer storm inundated Baton Rouge and the surrounding region. According to the Red Cross, this was the worst natural disaster in the country since Hurricane Sandy, which had struck the New York area only four years before. In just a few days, more than 90,000 homes were damaged or destroyed, 28,000 people had to be rescued from the flooding, and several residents died.
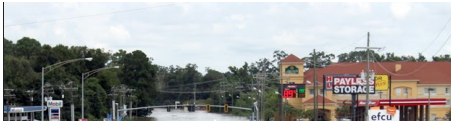
While this unnamed storm didn't garner the same national attention as Hurricanes Harvey and Sandy, the city and parish of Baton Rouge immediately began to develop plans and preparations for dealing with future flooding, in hopes of preventing further displacement and death. Warren Kron, the city's GIS Manager, had previously developed maps to support watershed-based planning in 2010, work which unfortunately didn't have much support until after the 2016 flood. During the flood, the city's GIS team was working round-the-clock to map where the water was the worst to determine where residents were dealing with severe housing damage and how disaster services should be distributed. To supplement city data, the team asked residents to share photos of local conditions on social media, a request that folks quickly responded to.
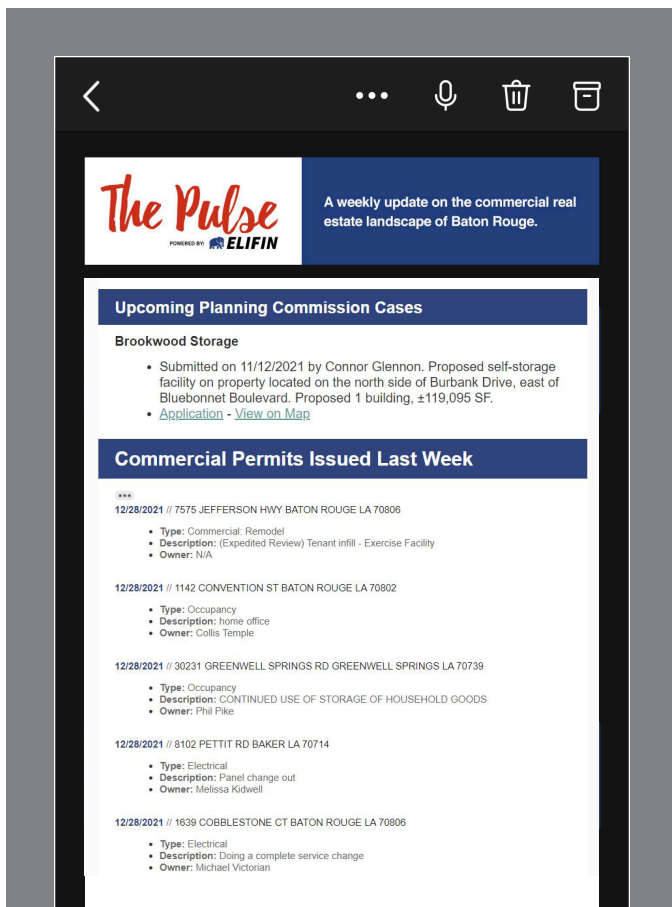
WHAT WORKS CITIES CERTIFICATION CRITERIA
Data Governance 1: Comprehensive Data Inventory Your local government maintains a detailed and comprehensive data inventory that makes its data more discoverable and accessible.

Performance and Analytics 6: Accessing Analysis for Decisions Your local government leaders have the ability to access and incorporate data analysis when necessary for strategic decision-making.

Kron's team built a GIS map of the Estimated Flood Inundation Area based on data from "911 calls, Baton Rouge Fire Department search and rescue data, 311 requests for service, street-level damage assessments from city-parish staff and other public officials, debris collection routes, road closure information,
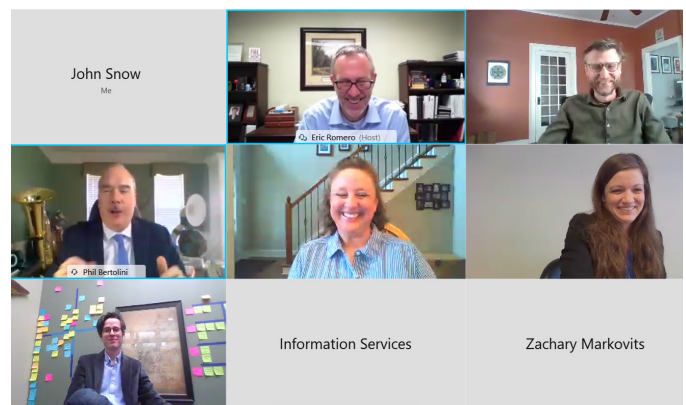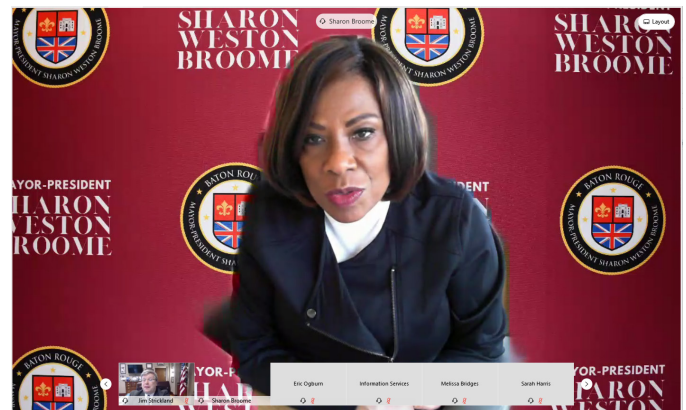
5

traffic, business, and economic data for site analysis and market surveys. We appreciate that the platform is carefully managed and regularly maintained and that the folks in the IS department are friendly and easily accessible!"

– Chase Weatherly, ELIFIN Marketing and Communications Director

This focus on external data-sharing and collaboration extends well beyond East Baton Rouge Parish, where City-Parish leaders have long sought to understand how other communities approach similar efforts and integrate any best practices into the local environment. An example of this on display in 2021 involved the City-Parish's recognition of International Open Data Day on March 5, where in addition to holding a virtual meeting specifically for Baton Rouge residents, the City-Parish co-hosted **Open Data 2021: Southern Cities**, a virtual event in held coordination with four other southern U.S. cities: New Orleans, Little Rock, Chattanooga, and Memphis. This national event drew nearly 100 attendees and featured guest speakers, a mayoral panel, and an IT leadership panel discussing how each participating city governs and implements strategies using data as the foundation.

City-Parish leaders have also recognized and embraced the role of external partners in developing data-driven **solutions that improve quality of life in nontraditional ways**. In 2021, ELIFIN—a Baton Rouge-based commercial real estate brokerage—approached the Department of Information Services after launching a weekly newsletter to keep residents apprised of commercial real estate developments and local market activity. The newsletter originally began to publish building permit data that auto populates from the Open Data BR application programming interface, or API. After learning this, and in collaboration with ELIFIN, the City-Parish was able to adapt Planning Commission data to connect via this API with information on planning and zoning cases the commission regularly reviews. ELIFIN team members also provided useful input and context City-Parish staff could incorporate into the structure of relevant datasets.

"Open Data BR has been an excellent resource for us to gather and analyze relevant data in our market. The platform is super easy to interact with and to setup new dashboards, export data, and connect via API for direct data access. We use open data to query permitting information and planning and zoning cases for our weekly email newsletter The Pulse, and we leverage
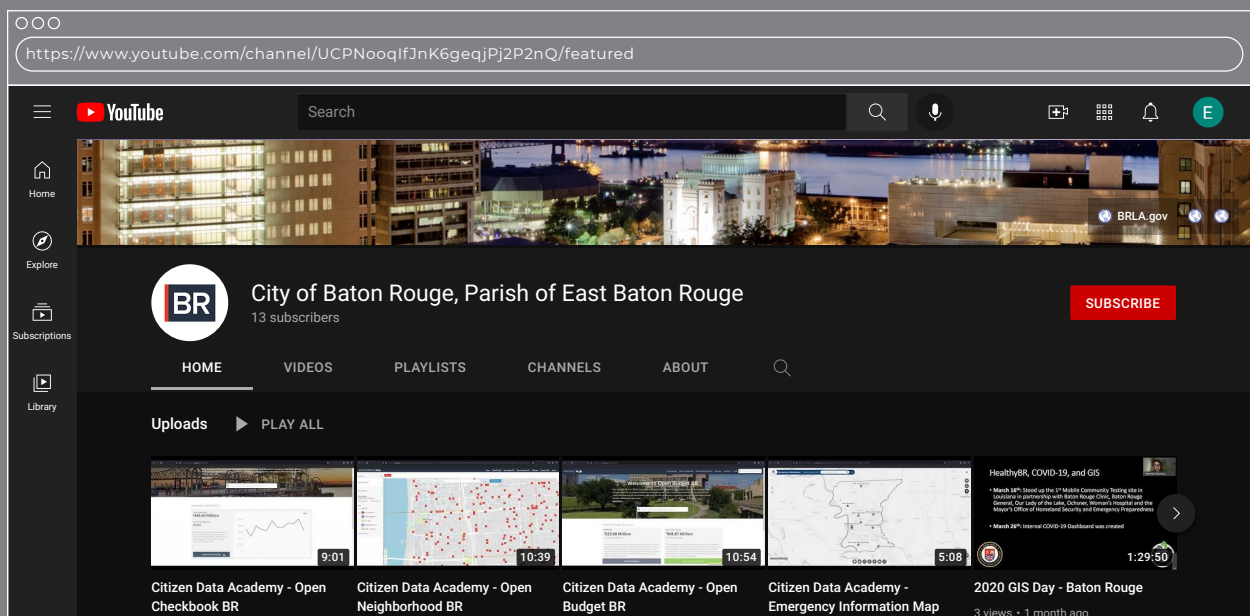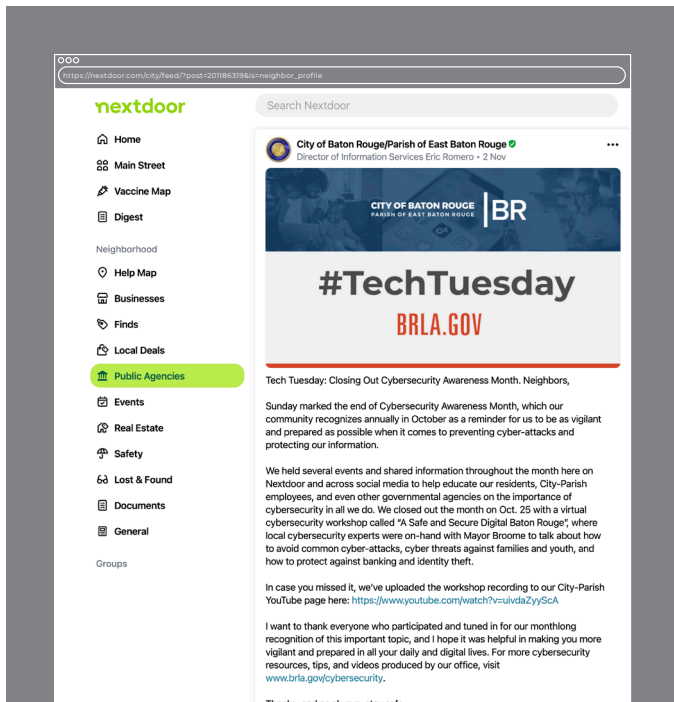
Building a Data-Driven Community

One of the primary ways the City-Parish has become a more digital city is by focusing on educating and engaging the broader community and residents in the many digital resources and data available. With COVID-19 pausing most in-person meetings at traditional venues where Information Services staff would present information to residents, this team set out to deploy similar information but in a virtual and easily accessible environment. The inaugural **Citizen Data Academy**, held in late 2020, was a three-month series that drew approximately 50 participants and featured live virtual tutorials and guidance on how to use the City-Parish's various open data platforms and tools.

In 2021, Information Services staff built on the success of this academy by launching **Citizen Data Academy: On-Demand**, a web-based video series hosted on BRLA.gov and YouTube. The series is divided into modules like "Community Planning" or "Living in Baton Rouge" that feature short, narrated tutorials on accessing and using certain types of data or resources within each category. As of the end of 2021, the series expanded to feature 21 videos that residents can access anytime and refer to as resources when using the City-Parish's open data offerings. In 2022, Information Services staff will expand on this series with additional modules and tutorials that can further educate users on the availability of similar tools and resources and how to use them most effectively. Since launching the series, these on-demand videos have been **viewed more than 5,400 times** on both BRLA.gov and YouTube.

In July, What Works Cities—a national initiative launched by Bloomberg Philanthropies to help cities use data and evidence more effectively to tackle their most pressing challenges—announced its recognition of Baton Rouge for achieving 2021 **What Works Cities Certification**, the national standard of excellence in data-driven city governance. Baton Rouge achieved Silver certification as one of only 16 cities to be newly certified in 2021 and one of only 40 cities to be certified since the program's launch in April 2017. What Works Cities Certification evaluates how well cities are managed by measuring the extent to which city leaders incorporate data and evidence in their decision-making. In achieving this certification, the City-Parish worked with What Works Cities staff to not only identify progress made toward using data and evidence to improve residents' lives, but to delineate areas of opportunity to work toward in the coming years to implement additional programs and practices that further engage and impact the general public.

Finally, throughout 2021, Information Services staff continued a regular cadence of resident communication and education through the **#TechTuesday** campaign on various social media platforms. Nextdoor, in particular, continues to serve as a useful channel for educating residents throughout East Baton Rouge Parish on tools, tips, and other resources available to them through the City-Parish's open data and various digital platforms, with the ability to reach more than 76,000 registered East Baton Rouge Parish households through targeted communications. This #TechTuesday series will continue to serve as a priority for community engagement in 2022, particularly as new datasets are published or additional digital tools and resources are launched.

2022 Outlook

While 2021 featured significant progress and achievements in open data, there were also challenges Information Services staff and various City-Parish departments encountered.

For example, the Baton Rouge Police Department's conversion to a new records management system resulted in high-value datasets like BRPD crime and traffic incidents being unavailable for most of the year as staff modified workflows, validated data extracts from the new system, and conducted extensive quality assurance and quality control to ensure published data was of the highest quality and accuracy. While challenging, the issues have prompted a complete rethinking among City-Parish departments when replacing key systems and databases generating data for the City-Parish's open data platforms and will serve as an important consideration for similar data migrations in the future.

In coordination with the Data Governance Committee, Information Services is already working to conduct final reviews for publishing five datasets that will serve as 2022's early priorities for data publication, including:

- **Code Enforcement and Blight Court Data**: includes 311 complaints involving Blight Court and properties in the Metro Council condemnation process

- **BREC Parks Inventory**: includes updates to account for changes in the assets or physical resources available at all BREC parks and facilities (e.g., ball fields, tennis courts, restrooms, etc.)

- **Landfill and Solid Waste Collection**: includes landfill use and garbage, recycling, and trash data overseen by the Department of Environmental Services

- **911 Calls for Service**: includes all 911 calls for service requiring responses from City-Parish agencies, including the Baton Rouge Police Department, the Baton Rouge Fire Department, Emergency Medical Services, and Animal Control

- **BRPD Use of Force Incidents and Homicides**: includes data maintained by BRPD Internal Affairs and homicide-specific data reported to the Federal Bureau of Investigation

- **Library WiFi Use**: includes monthly statistics for WiFi use at all East Baton Rouge Parish Library branches

In addition to releasing these new datasets, Information Services is working to make significant updates to existing datasets already available on Open Data BR or EBRGIS Open Data. This will include appending the Tax Roll dataset with 2021 property assessments from the East Baton Rouge Assessor's Office and expanding on the significant data collection and analysis taking place through the East Baton Rouge Parish Stormwater Master Plan.

Information Services is also looking internally to modify its organizational structure and dedicate new functions within the department to support the City-Parish's open data programs. This new function—the Office of Data, Analytics, and Performance—will integrate various data-related positions that already exist in the department into one defined workgroup. In addition to generating efficiencies that are typically gained through centralizing such resources, this office will position data analytics and performance measurement as a clear lens through which all City-Parish data is managed.

Through efforts like these, Information Services and the Data Governance Committee stand ready to continue leading the implementation of the City-Parish's open data policy and make continued, sustained investments in data as a foundational part of efficient, effective government operations and positive quality of life throughout East Baton Rouge Parish.

APPENDIX A:
OPEN DATA POLICY

By *Freiberg*
Introduced 11-21-17
I.H. 12-13-17

17-01597

RESOLUTION 53275

ADOPTING AN OPEN DATA POLICY FOR THE CITY OF
BATON ROUGE AND PARISH OF EAST BATON ROUGE;
EXPRESSING THE SUPPORT OF THE METROPOLITAN
COUNCIL FOR THE IMPLEMENTATION OF THE POLICY
BY THE MAYOR-PRESIDENT

WHEREAS, the Metropolitan Council of the City of Baton Rouge
and Parish of East Baton Rouge hereby supports the use of open
data and systems, as well as citizen access to public data, and
thus seeks to adopt and implement a formal open data policy; and

WHEREAS, the Metropolitan Council supports the Mayor-
President in the implementation of related administrative
processes or workflows, thereby ensuring compliance across all
departments over which the Metropolitan Council or Mayor-President
have legislative, executive, and policy authority; and

WHEREAS, there remain many datasets collected by the City of
Baton Rouge and Parish of East Baton Rouge (hereafter, "the City-
Parish") that are stored in ways which impede the ability of City-
Parish leadership and key public stakeholders to aggregate,
analyze and synthesize it to better allocate public resources; and

WHEREAS, access to public information promotes a higher level
of civic engagement and allows citizens to provide valuable
feedback to government officials regarding local issues; and

WHEREAS, every citizen has the right to prompt, efficient
service from the government; and

WHEREAS, the City-Parish's existing open data program
provides public and interdepartmental access to key datasets that
improves the provision of services, increases transparency and
access to public information, and enhances coordination and
efficiencies among departments, partner organizations and
citizens; and

WHEREAS, one goal of an open data policy is to proactively provide information currently sought through public records requests, thereby saving the City-Parish time and money; and

WHEREAS, the City-Parish has made significant strides in providing such information through its open data portal, thereby recognizing the benefit of adopting a formal open data policy defining an "open by default" mandate for public information; and

WHEREAS, in commitment to the spirit of open government, the City-Parish will consider public information to be open by default and will proactively publish data and data containing information, consistent with relevant public records law and not deemed to be protected or sensitive information; and

WHEREAS, information technologies, including web-based and other Internet applications and services, are an essential means for open government, and good government generally; and

WHEREAS, by publishing structured, standardized data in machine readable formats the City-Parish seeks to encourage the local software community to develop software applications and tools to collect, organize, and share public record data in new and innovative ways; and

WHEREAS, the protection of privacy, confidentiality and security must continue to be maintained as a paramount priority while also advancing the City-Parish's transparency and accountability efforts through open data.

NOW, THEREFORE, BE IT RESOLVED by the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge that:

Section 1. The Metropolitan Council adopts an open data policy as follows:

"Open Data Program

Part 1. Policy.

The Open Data Program for the City of Baton Rouge and Parish of East Baton Rouge applies to all City-Parish departments and agencies. The program requires that each department or agency comply with the following:

1. Proactively release all publishable City-Parish data, making it freely available in appropriately varied and useful open formats, using an open license with no restrictions on use or reuse, and fully accessible to the broadest range of users to use for varying purposes;

2. Publish high quality, updated data with documentation (metadata) and permanence to encourage maximum use;

3. Provide or support access to free, historical archives of all released City-Parish data;

4. Measure the effectiveness of datasets made available through the Open Data Program by connecting open data efforts to the City-Parish's programmatic priorities;

5. Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information;

6. Support innovative uses of the City-Parish's publishable data by agencies, the public, and other partners;

7. Encourage electronic methods of data collection to avoid inefficiencies of paper-based filing systems and make real-time disclosures possible;

8. Include specifications in future Requests for Proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols, including language that allows for modifying these systems over time to maintain up-to-date data documentation;

9. In coordination with the Office of the Parish Attorney, publicly log and publish all approved or denied public record requests and associated details pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq); and

10. Develop contract provisions that promote the City-Parish's open data policies in technology-related procurements, including, where appropriate, requirements that any data produced or stored on behalf of the City-Parish may be posted on the City-Parish open data portal or made available through other means..

Part 2: Definitions

A. "Data" means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a City-Parish agency. This definition is inclusive of software source code developed or maintained by or on behalf of the City-Parish.

B. "Metadata" means any information that is used to provide descriptive detail about a dataset, i.e., a data dictionary.

C. "Open data" means data that is available online, in an open format, with no legal encumbrances on use or reuse, and is available for all to access and download in full without fees [or a requirement of registration]. "Legal encumbrance" includes federal copyright protections and other, non-statutory legal limitations on how or under what conditions a dataset may be used. This definition is also inclusive of any software source code made available online ("open source software").

D. "Open format" means any widely accepted, nonproprietary, platform-independent, machine-readable data format, which permits automated processing of such data and facilitates analysis and search capabilities.

E. "Dataset" means a named collection of related records containing data that may be filtered, sorted, grouped, or otherwise structured or formatted in a specific or prescribed way, often in tabular form.

F. "Protected information" means any dataset or portion thereof to which an agency may deny access pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq.) or any other law or rule or regulation.

G. "Sensitive information" means any data which, if published by the City-Parish online, could raise privacy, confidentiality or security concerns or have the potential to jeopardize public health, safety or welfare to an extent that is greater than the potential public benefit of publishing that data.

H. "Publishable data" means data which is not protected or sensitive and which has been prepared for release to the public.

I. "Machine-readable" means any widely-accepted, nonproprietary, platform-independent, machine-readable method for formatting data (such as JSON, XML and APIs) which permits automated processing of such data and facilitates search capabilities.

Part 3: Governance

A. The implementation of the Open Data Program will be overseen by the Director of Information Services on behalf of the Mayor-President, who will work with the City-Parish's departments and agencies to:

1. Identify and publish appropriate contact information for a lead open data coordinator for each agency, who will be responsible for managing that agency's participation in the Open Data Program;

2. Oversee the ongoing management of a comprehensive inventory of datasets held by each City-Parish agency, which is published to the central open data location and is regularly updated;

3. Require, where possible, that all data created or provided by City-Parish contractors and external organizations meet the same standards as data created within or by City-Parish departments and agencies;

4. Continually refine and implement a process for determining the relative level of risk and public benefit associated with potentially sensitive, non-protected information so as to make a determination about whether and how to publish it;

5. Develop and implement a process for prioritizing the release of additional datasets which takes into account new and existing signals of interest from the public (such as the frequency of public records requests), the City-Parish's programmatic priorities, existing opportunities for data use in the public interest, and cost;

6. Proactively collaborate with members of the public, City-Parish agency staff, journalists, researchers, industry leaders, and other stakeholders to build relationships with community partners, identify datasets that will have value to City-Parish residents, and discuss opportunities to enhance information collection, aggregation, quality control, and dissemination;

7. Establish processes for publishing datasets to the central open data location, including processes for ensuring that datasets are high quality, up-to-date, are in use-appropriate formats, and exclude protected and sensitive information;

8. Ensure that metadata is provided for each dataset, including platform-wide attributes and a standard metadata taxonomy to facilitate data use, including unique, standardized identifiers across datasets, where possible;

9. Develop and oversee a routinely updated, public timeline for new dataset publication;

10. Make recommendations for historical document inclusion and define a schedule for approved historical document publication;

11. Ensure that published datasets are available for bulk download and/or available via public application programming interfaces (APIs) without legal encumbrance; and

12. Establish a Data Governance Committee, consisting of lead open data coordinators from each relevant agency, to meet at least quarterly to encourage ongoing agency and public participation through providing regular opportunities for feedback and collaboration.

Part 4: Central Online Location for Published Data

a. The City-Parish will maintain a publicly available location on the City-Parish's website or in another suitable online location where the City-Parish's published data will be available for download.

b. Published datasets shall be placed into the public domain. Dedicating datasets to the public domain means that there are no restrictions or requirements placed on use of these datasets.

c. Each published dataset should be associated with contact information for the appropriate lead open data coordinator of that dataset as well as with a file layout or data dictionary that provides information about field labels, values, and data source or creation information.

d. The City-Parish will specify a recommended data citation form available for viewing on the central online location for published City-Parish data to encourage responsible reuse of City-Parish data.

Part 5: Open Data Report and Review

a. Within one year of the effective date of this Resolution, and thereafter no later than January 31st of each year, the Director of Information Services shall publish an annual Open Data Report. The report shall include an assessment of progress toward achievement of the goals of the City-Parish's Open Data Program, an assessment of how the City-Parish's open data work has furthered or will further the City-Parish's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the City-Parish in the following year.

b. During the review and reporting period, the Director of Information Services should also make suggestions for improving the City-Parish's open data management processes in order to ensure that the City-Parish continues to move towards the achievement of the policy's goals."

Section 2. The requirements of this Resolution shall apply to any City-Parish department, office, administrative unit,

commission, board, advisory committee, or other division of City-Parish government ("agency").

Section 3.   This policy shall become effective immediately following adoption by the Metropolitan Council.

Section 4.   The City-Parish shall collaborate with internal and external stakeholders as necessary to achieve all components of this Open Data Program and gather public input into its ongoing development and management, including those in the private sector, nonprofit organizations, academic institutions, other government agencies, and public citizens.

APPENDIX B:
DATASET INVENTORY

In 2021, the City-Parish launched an updated inventory of all known datasets within City-Parish government. Information Services and the City-Parish Data Governance Committee are using this "dataset of datasets" to guide ongoing priorities for publishing the data to the Open Data BR and EBRGIS Open Data portals. This dataset is also available on Open Data BR, providing a transparent and regularly updated view into these efforts.

For more information, visit Open Data BR or click here.

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